

PBID PROP 218 MAIL-OUT CHECK LIST

FROM BID:				FROM CITY:
A copy (copies) of each of the items listed below <u>for each</u> property owner ballot:				BALLOTS
BALLOT INSTRUCTIONS				ORDINANCE OF INTENTION
BALLOT RETURN ENVELOPE MUST CONTAIN BID NAME				HEARING NOTICE
SECURITY ENVELOPE MUST CONTAIN BID NAME				STUFF ENVELOPES AND SEAL
MANAGEMENT PLAN / MAP				MAIL OUT FROM CITY MAILROOM
ENGINEERS REPORT/ LIST OF ASSESSED PROPERTIES				
MAILOUT ENVELOPES SELF SEALING TYPE				MAILING LABELS
All of the items listed above must be delivered by the BID to Room 237, City Hall, 200 N. Spring Street				